

# Punctuation Quick Guide

Punctuation is a really important part of writing. It's used to help make your writing easy to understand. It would be really hard to read a story that had no capital letters, periods or commas.

Symbol	Name	When Used	Example
'	Apostrophe	1. Used in contractions 2. Used to show possession 3. Used instead of numbers	1. Can't the pig see me? 2. The pig's food was hot. 3. That pig was born in the summer of '99.
:	Colon	1. Used to introduce a list 2. Used after a greeting in a letter 3. Used between the numbers showing time	1. Theses animals live in the barn: the pig, the cow, and the horse. 2. Dear Mr. Farmer: 3. 12:30
,	Commas	1. Used to separate words in a list 2. Used to separate words and numbers in dates and addresses. 3. To separate thoughts	1. The pig, cow, dog, and coyote went for a walk. 2. The pig was born in San Diego, CA on Nov. 29, 1999. 3. After he ate, the pig went home.
!	Exclamation point	1. Used to show excitement or strong feeling	1. That pig is so great!
( )	Parenthesis	1. Used to add information	1. The pig (in the barn) is really loud.
.	Period	1. Used at the end of a sentence 2. Used in abbreviations	1. The pig ate. 2. Mr. Pig
?	Question Mark	1. Use at the end of a sentence that asks a question	1. What did the pig eat?
" "	Quotation Marks	1. Used before and after words that show conversation. 2. Used for special words or slang	1. "Oink!" said the pig. 2. Pigs are so "cool!"
;	Semicolon	1. Used to combine two sentences together without using linking words	1. The pig has fun in the mud; I wish I could too!

